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~~C O N F I D E N T I A L~~

MEMORANDUM FOR: Chief, Information Resources Management Division
Office of Information Services, DDA

25X1

FROM: [redacted]
Chief, Information Management Staff

SUBJECT: DDO Annual Records Inventory - 1986

REFERENCES: Memorandum from Chief, OIS/Information Resources Management Divisiom regarding IMOs' Reporting Inventory Holdings

Attached herewith is the completed copy of Form 3581 (Annual Report of Records Holdings) submitted in compliance with reference request. The DO is pleased to report a reduction of 983 feet in office files and 100 feet of card size files.

25X1 [redacted]

Attachment: a/s

25X1 [redacted]

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDO

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	25,542	24631.9	- 910.1
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.			
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	100.1	27.0	- 73.1
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		25,642.1	24658.9	- 983.2
II. CARD-SIZE FILES:				
a.	3x5 Cards	1,888.2	1732.2	- 156.0
b.	5x8 Cards Includes Photo Files	506.1	693.6	+ 187.5
c.	Punch Cards	203.6	74.1	- 129.5
d.	Abstracts	87.2	79.5	- 7.7
e.	Aperture Cards			
f.	Microfiche	837.9	843.3	+ 5.4
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		3,523.0	3422.7	- 100.3

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes	338	358	+ 20
b.	Audio Tapes	4,008	4001	- 7
c.	Video Tapes	1,387	1565	+ 178
d.	Disc Packs	286	323	+ 37
e.	Word Processing Magnetic Tapes		45	+ 45
f.	Word Processing Magnetic Cards	2,880	2520	- 360
g.	Magnetic Diskettes 5¼"	2,612	1754	- 858
h.	Magnetic Diskettes 8"	4,995	6377	+ 1382
i.	Paper Tapes			
j.	Other *(Describe)*			
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels	14,273	7096	- 7177
b.	Microfilm—35mm Reels	2,171	1179	- 992
c.	Microfilm Cassettes			
d.	Movie Film	386	37	- 349
e.	Other *(Describe)* slides	1,843	288	- 1555

Comments:

STAT Sig

Date: 4 Dec 86

FORM 9-85 3581 EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* O/DDA/RMO

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	397.0	380	17
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	16.5	10	6.5
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	9.0	5	4
d.	Other *(Describe)* Supplemental Dist., Medals		10	10
TOTAL LINEAR FEET OF OFFICE FILES		422.5	405	17.5
II.	CARD-SIZE FILES:			
a.	3x5 Cards	8.5	5	3.5
b.	5x8 Cards	0.5	0.5	0
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		9.0	5.5	3.5

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes	8	9	1
c.	Video Tapes			
d.	Disc Packs	9		9
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"			
h.	Magnetic Diskettes 8"			
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	41	41	0
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)* Slides		2	2

Comments:

STAT Signature of C [redacted]

Date: 20 November 1986

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDA/OP

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	3,727	3759	32
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	391	373	-18
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	5	5	0
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		4,123	4137	14
II.	CARD-SIZE FILES:			
a.	3x5 Cards	4.5	5	.5
b.	5x8 Cards	68.5	69	.5
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	6.3	6.5	.2
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		79.3	80.5	1.2

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	18	21	3
b.	Audio Tapes	27	30	3
c.	Video Tapes	56	66	10
d.	Disc Packs	22	25	3
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"			
h.	Magnetic Diskettes 8"	266	288	22
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	1,000	1108	108
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film	3	3	0
e.	Other *(Describe)*			

Comments:

STAT Signa [redacted] Date: 1 December 1986

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDA/OS

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	16,863.20	17,548	+684.80
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,078.60	1,502	+423.40
c.	Odd-Size Material: Maps, Charts, Photographs, Etc. Computer listings	93.40	185	+91.60
d.	Other *(Describe)* Drawings, Clock SEDDs	72.90	90	+17.10
	TOTAL LINEAR FEET OF OFFICE FILES	18,108.10	19,325	+1216.90
II.	CARD-SIZE FILES:			
a.	3x5 Cards	280.90	79	-201.90
b.	5x8 Cards	58.30	57	-1.30
c.	Punch Cards	12.50	6	-6.50
d.	Abstracts			
e.	Aperture Cards	1.3	5	+3.70
f.	Microfiche	21.40	28	+6.60
g.	Other *(Describe)* 4 X 6	9.4	2	-7.40
	TOTAL LINEAR FEET—CARD-SIZE FILES	383.80	172.00	-211.80

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	817	922	+105
b.	Audio Tapes	1,302	1341	+39
c.	Video Tapes	1,686	2316	+630
d.	Disc Packs	169	137	-32
e.	Word Processing Magnetic Tapes	22	0	-22
f.	Word Processing Magnetic Cards	295	504	+209
g.	Magnetic Diskettes 5¼"	709	2735	+2026
h.	Magnetic Diskettes 8"	2,629	4552	+1923
i.	Paper Tapes			
j.	Other *(Describe)* Cartridges, Micro, Laser Disk. Disks	126	91	-35
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	73	172	+99
b.	Microfilm—35mm Reels		15	+15
c.	Microfilm Cassettes	22	0	22
d.	Movie Film	53	15	-38
e.	Other *(Describe)* Viewgraphs, Slides	5	24.5	+19.50

Comments:

The above totals do not include figures for [redacted] field offices. Last years totals include approx 600 linear feet of office files for field offices. STAT

STAT [redacted] Date: 13 January 1987

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: (Directorate and Office) DDA/OS

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	16,863.20	18,260	+1396.80
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,078.60	1754	+ 675.40
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	93.40	195	+101.60
d.	Other *(Describe)*	72.90	90	+17.10
	TOTAL LINEAR FEET OF OFFICE FILES	18,108.10	20,299	+2190.90
II.	CARD-SIZE FILES:			
a.	3x5 Cards	280.90	125.20	-155.70
b.	5x8 Cards	58.30	57	- 1.30
c.	Punch Cards	12.50	6	- 6.50
d.	Abstracts			
e.	Aperture Cards	1.3	5	+3.70
f.	Microfiche	21.40	28	+6.60
g.	Other *(Describe)*	9.4	2	-7.40
	TOTAL LINEAR FEET—CARD-SIZE FILES	383.80	223.20	160.60

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	817	922	+105.
b.	Audio Tapes	1302	1413	+111
c.	Video Tapes	1686	2338	+652
d.	Disc Packs	169	162	- 7
e.	Word Processing Magnetic Tapes	22	0	-22
f.	Word Processing Magnetic Cards	295	504	+209
g.	Magnetic Diskettes 5¼"	709	2785	+2076
h.	Magnetic Diskettes 8"	2629	4596	+1967
i.	Paper Tapes			
j.	Other *(Describe)*	126	91	-35
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	73	172	+99
b.	Microfilm—35mm Reels		15	+15
c.	Microfilm Cassettes	22	0	-22
d.	Movie Film	53	15	-38
e.	Other *(Describe)*	5	24.5	+19.50

Comments:
Revised report: previous report included previous year total for field offices but did not include current year total.

STAT

Date: 4/1/87

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